

## Minutes

### SHEBOYGAN TRANSIT COMMISSION

Tuesday, November 20, 2012 at 5:00 p.m.

City Hall – 3<sup>rd</sup> Floor Conference Room

*Members:* Todd Wolf, Chair; Lee Montemayor, Vice-Chair; Mayor Terry Van Akkeren; Ald. Joseph Heidemann; Ald. Don Hammond; Ald. David Van Akkeren; Chief Domagalski; Chad Pelishek; Jean Kittelson; Traci Robinson, (ex-officio member)

*Others in Attendance:* Derek Muench, Operations Supervisor; Ann Koeller, Confidential Secretary, Steve Cobb (Proxy for Chief Domagalski); Steve Sokolowski (Proxy for Chad Pelishek); Ald. Darryl Carlson (Proxy for Ald. Don Hammond)

*Absent/Excused:* Ald. Joseph Heidemann

1. Call to order

5:00 PM

2. Pledge of Allegiance

3. Approval of the minutes from the October 16, 2012 meeting.

Commissioner Lee Montemayor motioned to approve the minutes. Ald. Darryl Carlson seconded the motion. All ayes, motion approved unanimously.

4. Public Input (time limits are at the discretion of the Transit Commission)

None

5. Transit and Parking Monthly Reports

Transit: Ridership increased 1%. Area grocery stores are now selling Monthly Bus Passes.

Parking: Tracking as expected.

Metro Connection: There was an increase in ridership for October due to colder weather.

6. Parking Lot 17- Update

Derek Muench explained, due to electrical issues the Parking Meter for lot #17 had to be removed. Derek is currently working with the Grand Stay to come up with a new proposal for parking that meets the needs of the Parking Utility and the Grand Stay hotel. Derek will bring the proposal back to the Transit Commission for approval.

7. "Jingle Bus"

Shoreline Metro is offering rides on the "Jingle Bus" as it tours the "Making Spirits Bright" event at Evergreen Park. With a donation of one (1) non-perishable food item per person to be given to area food pantries passengers can ride for free.

*Persons with disabilities who need accommodations to attend this meeting should contact  
Shoreline Metro, 608 S. Commerce Street, 920.459.3285*

8. Transfer Point "Grand Opening" 11/28/12 @ noon

Shoreline Metro is having a Ribbon Cutting Ceremony on Monday November 26, 2012 at 12:00 PM for the Grand Opening of the Downtown Transfer Point Office. This office is open Monday thru Friday 8:00 AM to 5:00 PM. This office will better serve our passengers by selling Tokens and Passes, giving route information and having an Operations Supervisor available. All Transit Commission members are encouraged to attend.

9. Other business

FTA conducted its first ever Drug and Alcohol Compliance audit at Shoreline Metro. Traci Robinson is pleased to announce Shoreline Metro is in total Compliance. Thanks to all our staff for making this possible.

The Common Council approved the three (3) utility vehicles purchase with the remainder of the ARRA Grant money. These funds have to be used by the end of 2012.

Derek Muench introduced the first issue of the Shoreline Metro "News Tripper". This newsletter is designed to keep our passengers informed of upcoming events or changes to the service. The newsletter will be uploaded to the Shoreline Metro Website and its Facebook page.

10. Next meeting date will be December 18, 2012.

11. Motion to Adjourn

Commissioner Jean Kittelson motioned to adjourn the meeting. Commissioner Lee Montemayor seconded the motion. All ayes, motion approved unanimously.

Meeting Adjourned.

Respectfully submitted by:

Ann Koeller  
Confidential Secretary